

Resources at the Kentucky Dept. for Libraries & Archives for State Employees: A Tutorial



About the Tutorial of Services

- This tutorial demonstrates how state government employees can use KDLA's specialized services
- It will show you how to:
 - Apply for a library account
 - Use Ask A Librarian
 - Use electronic databases at your desktop
 - Find and obtain books, audiobooks, DVDs, and videos using the online catalog and Resource Lists
 - Request materials through Interlibrary Loan
- It will take approximately 5 minutes to view

Start at KDLA's website: www.kdla.ky.gov

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Ask a Librarian](#) ■ [KY Library Job Hotline](#) ■ [KY Library Directory](#) ■ [E-Archives](#) ■ [State Publications](#)

[Archival Services](#)
[Research Services](#)
[Collections Overview](#)
[Kentucky Talking Book Library](#)

[Information/Services for Library Staff](#)
[Information/Services for Gov't Records Managers](#)

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KDLA is part of the [Education and Workforce Development Cabinet](#).

[Records Retention Schedules](#)

[Just for State Government Employees...](#)

- Register for live online training sessions on the State Library's collections and services. See the [Training Calendar](#) for current topics and dates.
- Can't attend any of the live online sessions? Try the State Library's new [pre-recorded sessions](#) available 24/7.
- Find resources that fit the needs of your workplace at [Recommended Titles](#).

[Vital Statistics Records Available for Purchase on Microfilm or CD --](#)

- [Indexes to Kentucky Births, Marriages, and Deaths](#)
- [Kentucky Birth, Marriage and Death Records - Microfilm](#)
- [Vital Statistics Original Death Certificates - Microfilm](#)
- [Birth and Death Records: Covington, Lexington and Frankfort - Microfilm \(before 1911\)](#)

[Information About Kentucky](#)

Walk-In Customer Service Hours

Archives Research Room and State Library Walk-in Hours

**10:00 AM to 4:00 PM
Monday - Friday**

Closures

KDLA will be closed on:
November 11 in honor of Veterans' Day,
and November 27 & 28 for Thanksgiving.

Click here to
browse
the services we
offer only to state
government
employees!

How to Apply Online for Your Library Account

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search

KDLA

for ?

Kentucky Department for Libraries and Archives

■ Catalog | Visitor Information | Service Directory | Staff Directory

■ Home > Services to State Government Workers

Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky state government employees. Feel free to peruse our tutorial of services (pdf) available only to state government workers.



Apply Online for Your KDLA Library Account

Kentucky state government employees may apply for a State library account online.

Click here
to apply for
your library
account...



Get Research Assistance Using "Ask a Librarian"

This service is designed to assist Kentucky state government employees with in-depth work-related research, and information and background on Kentucky history and/or current events.



State Library Training

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

- Live online training is conducted via the Internet and telephone with a library staff instructor. Live online training topics and dates vary from month to month. The number of participants are limited and registration is required. Check the Training Calendar for the latest offerings.
- Pre-recorded training sessions can be accessed according to your own schedule. These sessions have the same content as the live online training classes. Check the complete listing for available topics.

How to Apply Online for Your Library Account

Instructions

After filling out the form and clicking on the "Submit" button, you will be redirected to a confirmation page.

If you are not redirected to the confirmation page contact Ask a Librarian by

Phone:
502-564-8306
800-928-7000, ext. 337
Fax:
502-564-7859
Email:
kdlareferencedesk@ky.gov

KDLA is part of the [Education Cabinet](#).

300 Coffee Tree Road
Frankfort, Kentucky 40601
Phone: (502) 564-8300
Hours: 8-4:30 EST

KDLA Library Account Application

Kentucky state agency employees may apply for a State Library account online. Applications are subject to review to determine state agency employee status.

Your personal information will be used for processing this request only. View our [Privacy Policy](#).

* indicates a required field

Last Name: *

First Name: *

Middle initial:

Your Home Contact Information

Address: *

City: *

Zip Code: *

Phone Number:

Your Work Contact Information

Email Address: *

Cabinet: ▼

Department:

Just fill out and submit this form and we will e-mail your account number to you (in 1-2 business days).

Then, you can immediately begin borrowing our materials and accessing our electronic databases directly from your desktop!

When to use Ask A Librarian

- Use Ask a Librarian when you:
 - can't find a book, audiobook, or DVD/video in our collection
 - would like to request the full-text of an article
 - need help using the electronic databases
 - need help with your research
 - have a question!
- Go to [Ask A Librarian](#) now!

How to use Ask A Librarian

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search for

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

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[Apply Online for Your KDLA Library Account](#)

Kentucky state government employees may apply for a State Library account

To use Ask A Librarian, just click this link.



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Ask A Librarian Information Request Form

Instructions

After filling out the form and clicking on the "Submit" button, you will be redirected to a confirmation page.

You will receive a follow-up email to your question within 24 hours/one business day of your request.

If you are not redirected to the confirmation page, or you do not receive a follow-up email, contact Ask a Librarian by

Phone:
502-564-8306
800-928-7000, ext. 342
Fax:
502-564-7859
Email:
kdla-referencedesk@ky.gov

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Frankfort, Kentucky 40601
Phone:(502) 564-8300
Hours: 8-4:30 EST

Ask a Librarian

KY Government Employee Information Request

This service is designed to assist Kentucky government employees with questions related to their work, including in-depth research, reference look-up, requesting videos and DVDs, and obtaining articles and books from other libraries.

* indicates a required field

Contact Information

Your First Name: *

Your Last Name: *

Your Email Address: *

Your Work Phone Number: *

ext.

Your Work Fax Number:

Mailing Address

Agency: *

Building:

Street:


Use this request form to ask any work-related questions – from in-depth research to quick look-ups – and to obtain materials from other libraries through Interlibrary Loan.


About our Electronic Databases

- Our electronic databases have:
 - Journal, magazine, and newspaper articles
 - Historical newspaper articles
 - Statistics, business data, federal government information, and more
 - Our electronic databases cover:
 - Business, medicine, education, science and technology, current events, legal topics, and more
- Go to our [Databases page](#) now!



How to use our Electronic Databases

- 
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 - [Guide to Resources for State Employees Tutorial](#) offers a quick and informal overview of the State Library's resources and services.



Select & Reserve Training Materials on Work-Related Topics

The State Library staff has prepared listings of materials on work-related topics, such as "Violence in the Workplace," "Managing Relationships at Work," and "Team Building." With a KDLA library card, items may be reserved through Ask a Librarian or by phone, then will be sent via state Messenger Mail or by U.S. Postal Mail.




Access Materials from Other Libraries

The State Library provides full interlibrary loan services to state agency employees. Materials include full-text newspaper articles, magazine and journal articles, technical reports, microfilm, government documents and newspaper articles.



Receive Assistance with Government Records Management

Receive archival and records management assistance to develop and maintain proper records management. Manage government information from its creation, through its maintenance and use, to its final and proper disposition as required by KRS 171.680.



Use Online Electronic Databases for Research

The State Library provides Kentucky [state government employees](#) with direct access to a variety of research databases at their desktops. Databases include full-text newspaper articles, magazine and journal articles, electronic reference books (dictionaries, encyclopedia...), and statistics and data. Subjects include business, science and technology, medicine, history, education, management, public affairs, and current events. (Access requires a valid State Library card.)

To use the databases,
go back to the "Just for
State Government
Employees" page and
click this link.



Choose a Database from the List

To access a database, click on its name.

[American FactFinder](#)

[\(Description\)](#)

[\(Tutorials\)](#)

[BioOne/Illumina](#)

[\(Description\)](#)

[\(BioOne Help: Searching\)](#)

[\(BioOne Help: Features\)](#)

[DARTS \(NTIS/GPO Depository Access to Reports, Technical and Scientific\)](#)

(After logging-in with your state library card, on the DARTS / NTIS log-in page, just click "Log In." The user name and password are filled in for you.)

[\(Description\)](#)

[Directory of Open Access Journals](#)

[\(Description\)](#)

[ERIC - Educational Resources Center Database**](#)

[\(Description\)](#)

[\(Help\)](#)

[GPO Access**](#)

[\(Description\)](#)

[\(General Searching Instructions\)](#)

[\(Search Tips\)](#)

[\(Training Manual\)](#)

[How-to-Do-It Information](#)

[\(Description\)](#)

[InfoTrac Databases**](#)

[\(Description\)](#)

[ISTOR](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[Kentucky State Data Center](#)

[\(Description\)](#)

[KYVL Databases**](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[\(How-To Documents\)](#)

[\(How-To Search EBSCO through KYVL\)](#)

[Medline -- Pub Med**](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[Oxford English Dictionary](#)

[\(Description\)](#)

[\(Help\)](#)

[\(Quick Reference Guide\)](#)

[Oxford Reference](#)

[\(Description\)](#)

[\(Help\)](#)

[ProQuest**](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[RefUSA](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[Scopus**](#)

[\(Description\)](#)

[\(Tutorial\)](#)

[Thomas](#)

[\(Description\)](#)

To learn more about a database, click on its Description or view its Tutorial.

Login to the Database

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search for ?

Go

Kentucky Department for Libraries and Archives

■ [KDLA Home](#) > [Just for State Government Workers](#) > [State Library Services Databases](#) > [Login](#)

To login please enter your last name and your library card barcode number below.

LAST NAME:

BARCODE NUMBER:

Login




**Your barcode number
is the account number
that you were given
when you signed up;
or, it's on the back
of your library card.**

[Questions?](#) - [Ask a Librarian](#) | [Report Technical Problems](#) | [Citing Info./Permissions](#) | [Site Index](#)

[Privacy](#) | [Disclaimer](#) | [Individuals with Disabilities](#) | [Resources](#)

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Now You Can Begin Searching the Database!



Trusted archives for scholarship

LoginHelpContact Us

Q SEARCHBROWSEABOUTPARTICIPATERESOURCESMyJSTOR



is a not-for-profit organization dedicated to helping the scholarly community discover, use, and build upon a wide range of intellectual content in a trusted digital archive. Our overarching aims are to preserve a record of scholarship for posterity and to advance research and teaching in cost-effective ways. We operate a research platform that deploys information technology and tools to increase productivity and facilitate new forms of scholarship. We collaborate with organizations that can help us achieve our objectives and maximize the benefits for the scholarly community.

Welcome.

SEARCH the COLLECTIONS[Advanced Search](#)

NEWS & NOTICES

- [JSTOR and Aluka unite, deepening commitment in Africa](#)
- [JSTOR Launches Ireland Collection](#)
- [Webinars and training materials for librarians](#)
- [Upcoming Events](#)

DID YOU KNOW...?

- Our newsletter, [JSTORNEWS](#), is published online.
- The translated sections are live! Select from the languages below.
- JSTOR is active in [Facebook](#).

简体中文繁體中文DEUTSCHFRANÇAISРУССКИЙITALIANO日本語ESPAÑOL한국어

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Once you're in a database, you can search as much as you like for any information that interests you, and then print it out or email it to yourself or a colleague.

About the KDLA Online Catalog

- Use the catalog to find out what books, audiobooks, DVDs/videos, periodicals, etc. we have in our collection
- To use our catalog, go to:
 - <http://kdla.kyvl.org>
 - or, click the “Catalog” link on our [website](#)
- Now, we’ll look at how to search for and request items from the catalog

How to Access the Online Catalog

Kentucky.gov

KY Agencies | KY Services | myKentucky.gov | Search

KDLA

for

Go

Kentucky Department for Libraries and Archives

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Archival Services
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Collections Overview
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Information/Services
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Information/Services
for Gov't Records
Managers

KDLA Publications

About KDLA

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300 Coffee Tree Road
Frankfort, Kentucky 40601
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Toll Free (800) 928-7000

Records Retention Schedules

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Vital Statistics Records Available for Purchase on Microfilm or CD --

- [Indexes to Kentucky Births, Marriages, and Deaths - CD \(1911-1999\)](#)
- [Kentucky Birth, Marriage and Death Records - Microfilm \(1852-1910\)](#)
- [Vital Statistics Original Death Certificates - Microfilm \(1911-1957\)](#)
- [Birth and Death Records: Covington, Lexington, Louisville, and Newport - Microfilm \(before 1911\)](#)

Information About Kentucky

- [Kentucky's State Symbols](#)
- [Kentucky's Capitol Buildings](#)
- [Kentucky's Governors](#)
- [Kentucky's Past Officials](#)
- [Kentucky as a Commonwealth](#)

Click the
"Catalog" link
on our
homepage

Walk-In Customer Service Hours

Archives Research
Room and State
Library Walk-in Hours

10:00 AM to 4:00 PM
Monday - Friday

Closures

KDLA will be closed on:
November 11 in honor
of Veteran's Day,
and November 27 & 28
for Thanksgiving.



How to Search the Catalog



Kentucky Department for
Libraries and Archives








KDLA Catalog

Search:

Go

We'll start with a simple search.
First, enter your word/s
in the search box
and click "Go."

More choices:

-  [Using the KDLA Online Catalog: A Tutorial](#)
-  [Basic search](#)
-  [Advanced search](#)
-  [Recent additions to the State Library Collections](#)
-  [Log in to use your saved preferences](#)
-  [Review your account](#)
-  [Read help for the KDLA Catalog](#)

Check out
the catalog
tutorial too!

Review and Filter Your Search Results

Kentucky Department for Libraries and Archives

Log in to your account

Search My Searches My List My Account

New Search: Go Search History

Titles

Database:KDLA Catalog

159 results found

All Fields(time management)

Edit Search Save Search

This search got 159 hits, including all types of materials. If you only want a certain type of material, choose a filter from the list below. Let's say you only want audiobooks...

Print Export E-mail Add to List Select ☐ Page ☐ All

Sort By: Author

Filter Your Search:

- add filter: Kits
- add filter: Spanish Language Materials
- add filter: Books Only
- add filter: State Library Collections
- add filter: DVDs & Videos
- add filter: State Archives Collections
- add filter: Other Kentucky Manuscript Repositories
- add filter: Federal Government Documents
- add filter: State Archives and Other Repositories
- add filter: State Government Publications
- add filter: Audiobooks
- add filter: Test Study Guides
- add filter: Kentucky Collection

Just click the audiobooks filter...

1 2 3 ... 16 Next

Personal time management / Marion E. Haynes.
Haynes, Marion E.
2001
640.43 Hayn
available, Non-fiction

Organizing your work space : a guide to personal productivity / Odette Pollar.
Pollar, Odette.
1999
650.1 Poll
available, Non-fiction

Project management : the managerial process / Clifford F. Gray, Erik W. Larson.
Gray, Clifford F.
2000
658.404 Gray
available, Non-fiction

Juggler's guide to managing multiple projects / Michael S. Dobson.
Dobson, Michael Singer.
1999
658.404 Dobs
not available, Non-fiction

Essential manager's manual / Robert Heller & Tim Hindle.
Heller, Robert, 1932-
1998
658.4 Hell
available, Non-fiction

Review and Filter Your Search Results

Kentucky Department for Libraries and Archives

Log in to your account

Search My Searches My List My Account

New Search: Go Search History

Titles

Database:KDLA Catalog

7 results found

All Fields(time management) (Filtered)(LOCA=Audiobooks)

Now you only have 7 items to look at and they're all audiobooks!

Let's take a closer look at the fourth item...

Print Export E-mail Add to List Select ☐ Page ☐ All

Sort By: Author

Filter Your Search:

remove filter: Audiobooks

add filter: Kits

add filter: Spanish Language Materials

add filter: Books Only

add filter: State Library Collections

add filter: DVDs & Videos

add filter: State Archives Collections

add filter: Other Kentucky Manuscript Repositories

add filter: Federal Government Documents

add filter: State Archives and Other Repositories

add filter: State Government Publications

add filter: Test Study Guides

add filter: Kentucky Collection

On-time, on-target manager [sound recording] : [how a "last-minute manager" conquered procrastination] / Ken Blanchard, Steve Gottry.
Blanchard, Kenneth H.
2003
SR CD 658.4093 Blan
available, Audiobooks

Managing personal change [sound recording] / Hyrum W. Smith.
Smith, Hyrum W.
1998
SR 158.1 Smit
available, Audiobooks

Focus [sound recording] : achieving your highest priorities / Stephen R. Covey ; forward by Hyrum W. Smith ; introducing Steve Jones, master facilitator.
Covey, Stephen R.
2003
SR CD 650.1 Cove
available, Audiobooks

Eat that frog! [sound recording] : [21 great ways to stop procrastinating and get more done in less time] / Brian Tracy.
Tracy, Brian.
2006
SR CD 640.43 Trac
available, Audiobooks

7 habits mastery series [sound recording] / Stephen Covey, Steve Jones.
Covey, Stephen R.
2003

How to Request a Book or Audiobook

[Titles](#) [◀ Prev](#) **4 of 7** [Next ▶](#)

Eat that frog! [sound recording] : [21 great ways to stop procrastinating and get more done in less time] /

Main Author: [Tracy, Brian.](#)
Title: Eat that frog! [sound recording] : [21 great ways to stop procrastinating and get more done in less time] / Brian Tracy.
Publisher: Auburn, CA : Audio Partners, p2006.
Edition: 2nd ed., rev. and updated with two new chapters.
Physical Description: 3 sound discs (2 hr., 40 min.) : digital ; 4 3/4 in.
Series: Audio editions.
Notes: Compact discs.
Subtitle from container.
Unabridged.
Performer(s): Presented by the author.
Summary: "There's an old saying: if you eat a live frog the first thing each morning, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day. Using 'eat that frog' as a metaphor for tackling the most challenging task of your day--the one you are most likely to procrastinate on, but also the one that might have the greatest positive impact on your life--'Eat that frog' shows you how to zero in on these critical tasks and organize your day"--Container.
Subjects: [Procrastination.](#)
[Time management.](#)
Genre(s): [Audiobooks.](#)
Internet Access: [Table of contents \(print ed.\) only](#)

Holdings Information

Location:	Audiobooks
Call Number:	SR CD 640.43 Trac
Number of Items:	1
Status:	Not Checked out
Internet Access:	Table of contents (print ed.) only

This item

[Record View](#)

[MARC Format View](#)

Actions

- [Request a Book or Audiobook](#)
- [Print](#)
- [Export](#)
- [E-mail](#)
- [Add to My List](#)

This is the item's catalog record; every item in our catalog has one like it. It tells you when the item was published, how long it is, what subjects it covers, and if it's checked out.

From here, you can request the item and have it sent directly to your office! Just click the link on the right-hand side...

How to Request a Book or Audiobook

Log In

*Please enter your Patron Barcode and Last Name, then click the **Log in** button.*

Barcode	<input type="text" value="....."/>
Last Name	<input type="text" value="Trainer"/>
	<input type="button" value="Log in"/>

Enter your barcode number and your last name, then click “Log in.”

Your barcode is on the back of your library card; or, it’s the number you were given when you signed up for a library account.

How to Request a Book or Audiobook

Kentucky Department for Libraries and Archives

SUZIE Q. TRAINER is logged in [Logout](#)

[Search](#) [My Searches](#) [My List](#) [My Account](#) [Help](#)

New Search: [Go](#) [Search History](#)

Patron Requests

Select the type of request you would like to make. See the help screen for details about different kinds of requests.

- [Material Request](#)



[Return to holdings](#)

Click the “Material Request” link...

[Search](#) [My Searches](#) [My List](#) [My Account](#) [Help](#)

[Kentucky Department for Libraries and Archives](#)

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How to Request a Book or Audiobook

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[Search](#) [My Searches](#) [My List](#) [My Account](#) [Help](#)

New Search: [Go](#) [Search History](#)

Patron Requests

Material Request

Instructions: If you would like to have this item shipped to you when it is available, please select "Deliver to me" from the Pick Up At dropdown box.

☒ Any Copy

☐ This Copy: c.0 970191000471940 AUDIOBOOKS

Comment:

Pick Up At: Deliver to me

*Not Needed After: 2009-02-08

*Barcode

[Submit](#)

[Cancel](#)

Then, tell us if you would like us to deliver the item to your office (by messenger mail in Frankfort, UPS if out in the state; takes 1-3 business days), or if you'd like to pick it up at the library.

Finally, give us your barcode number again, click "Submit," and we'll begin working on your request!

How to Request a DVD or Video

- To request a DVD or video, please fill out the Ask A Librarian form using the following steps:
 1. From the catalog record, highlight and copy the title of the item you want
 2. Go to the [Ask A Librarian form](#)
 3. Fill out your personal information
 4. Paste the copied title into the “What is Your Request?” window
 5. Highlight and copy the call number of the item you want
 6. Paste under the title information
 7. Hit the Submit button!
 - You may include up to 10 items in one request
- If you need assistance, please call the Circulation Desk at:
502-564-8300, ext. 337
800-928-7000, ext. 337



Recommended Resource Lists

- Use our Recommended Resource Lists to browse our work-related materials
 - Our Resource Lists include topics like:
 - Violence in the workplace
 - Managing relationships at work
 - Team building
 - Customer service
 - Sexual harassment
 - The lists include books, audiobooks, DVDs/videos, and websites
- To view our Resource Lists:
 - Go back to the “[Just for State Government Employees](#)” page
 - Click the “[Select & Reserve Training Materials on Work-Related Topics](#)” link



Recommended Resource Lists

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■ [Home](#) > [Services to State Government Workers](#)

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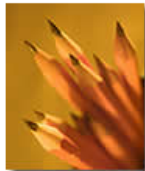
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Click
on this
link...



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■ [Home](#) > [KDLA Publications](#)

KDLA Publications

In addition to their many online and on-site services, KDLA staff produce publications as information resources for the general public, library staff and state government workers. Below is a topic listing of publications KDLA has available for online research. Click on the plus (+) sign to expand each topic.

- ⊕ General Research
- ⊕ Library-Related
- ⊕ Recommended Resource Lists
 - ▢ [Computer Training Materials](#)
 - ▢ [Management/Employee Training](#)
 - ▢ [Safety](#)
 - ▢ [Wellness and Lifestyle](#)
- ⊕ KDLA
- ⊕ General Newsletters, Meeting Minutes
- ⊕ Links for Further Research (*lists of third-party resources, compiled by the Reference section*)

The Resource Lists are divided into four main categories: Computer Training Materials, Management/Employee Training, Safety, and Wellness and Lifestyle.

Those files in PDF format requiring an [Adobe Acrobat Reader](#)  have been denoted.

Family Research

- [County Courthouse Disasters in Kentucky](#)
- [Researching Your African-American Ancestors](#)
- [Researching Your Civil War Ancestors](#)













Recommended Resource Lists



Recommended Resource Lists

Computer Training Materials






- Business/Office Software Applications

- [Adobe Acrobat](#) 
- [Adobe PageMaker](#) 
- [Microsoft Access](#) 
- [Microsoft Excel](#) 
- [Microsoft Office](#) 
- [Microsoft Outlook](#) 
- [Microsoft PowerPoint](#) 
- [Microsoft Project](#) 
- [Microsoft Publisher](#) 
- [Microsoft Word](#) 

Click on the topic that interests you.

Many of our lists are in PDF format, so you can easily print them out and share them with your colleagues.


- Graphics Software

- [Adobe Creative Suite](#) 
- [Adobe Illustrator](#) 
- [Adobe InDesign CS](#) 
- [Adobe Photoshop](#) 
- [Microsoft Visio](#) 

- Operating Systems

- [Linux/Unix](#) 
- [Microsoft Exchange Server 2007](#) 
- [Windows Server 2007](#) 
- [Windows Vista](#) 
- [Windows XP](#) 

- Programming

- [C#](#) 

Recommended Resource Lists

Recommended Resource List: Microsoft Office

The State Library of the Kentucky Department for Libraries and Archives is dedicated to "Serving Kentucky's Need to Know."

To request a title from the State Library:

- *State government employees* should follow the call number link to the [KDLA Catalog](#) and click on the "Make a Request" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests can also be made by calling the State Library's Circulation Desk at (502) 564-8300, ext. 337 or (800) 928-7000, ext. 337. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook and book requests and the [Public Library Visual Materials/Kit Request](#) form for videos and DVDs.
- *Members of the general public* should contact their local public library for interlibrary loan service.

Office XP Books

Office XP Bible. Willett, Edward and Steve Cummings. John Wiley, 2001. Call number: [005.5 OFFICE Will](#)

Office XP for Dummies. Wang, Wally. Hungry Minds, 2001. Call Number: [005.5 OFFICE Wang](#)

Using Microsoft Office XP. Bott, Ed. Que, 2001. Call number: [005.5 OFFICE Bott](#)

Interlibrary Loan

- For access to ***work-related*** items that we do not have in our collection, use [Interlibrary Loan](#)
- With Interlibrary Loan, we can borrow materials from other libraries for you, at no charge to you or your agency!
 - Including books, journal & newspaper articles, microfiche, etc.
- To use Interlibrary Loan, fill out our [Ask A Librarian KY Government Employee Information Request Form](#)
 - Please give us as much information about the item as possible!
- Delivery of Interlibrary Loan materials may take 7-10 business days



Training Opportunities

Kentucky Department for Libraries and Archives

■ [Catalog](#) | [Visitor Information](#) | [Service Directory](#) | [Staff Directory](#)

■ [Home](#) > [Services to State Government Workers](#)

Kentucky State Government Workers - Welcome!

The Kentucky Department for Libraries and Archives offers not only services to the general public and the public library system, but also specialized services just for Kentucky state government employees. Feel free to peruse our [tutorial of services](#) (pdf) available only to state government workers.



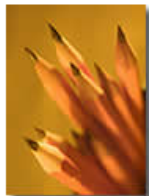
Apply Online for Your KDLA Library Account

Kentucky state government employees may apply for a State Library account online.



Get Research Assistance Using "Ask a Librarian"

This service is designed to assist Kentucky state government employees with in-depth research on current events.



State Library Training

Learn how to make the most effective use of the State Library's collections and services through one of the following options:

- Live online training is conducted via the Internet and telephone with a library staff instructor. Live online training topics and dates vary from month to month. The number of participants are limited and registration is required. Check the [Training Calendar](#) for the latest offerings.
- Pre-recorded training sessions can be accessed according to your own schedule. These sessions have the same content as the live online training classes. Check the [complete listing](#) for available topics.
- [Guide to Resources for State Employees Tutorial](#) offers a quick and informal overview of the State Library's resources and services.

For more training, please visit the State Library Training portion of the "Just for State Government Employees" page.

We offer live and pre-recorded trainings on a variety of topics!

Thank You!

Thank you for viewing this tutorial!

If you have questions about any of the services we provide, please call:

502-564-8300, ext. 342

800-928-7000, ext. 342

or, use [Ask A Librarian!](#)



Thank you!!

**Resources at the Kentucky
Dept. for Libraries & Archives
for State Employees:
A Tutorial**

State Library Services
Kentucky Dept. for Libraries and Archives
2009

